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the Montana Archivist

Winter 2004



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PREFERRED PRACTICES WORKSHOP TO BE HELD AT MAM CONFERENCE

"Preferred Practices for Historical Repositories," a workshop based on the manual of the same name, will be offered Thursday, March 11, in conjunction with the Museums Association of Montana annual conference in Miles City. Sponsored by the Montana SHRAB, with funding from a National Endowment for the Humanities grant, this workshop will address basic preservation practices for small archives, museums, historical societies and libraries. Jodi Allison-Bunnell and Jennifer Jeffries-Thompson will be conducting the workshop.

The "Preferred Practices for Historical Repositories" manual was first produced by the Montana SHRAB and the Museums Association of Montana in 1999. With funds from NEH and the National Historical Publications and Records Commission, the SHRAB has updated and revised the manual. 180 additional copies of the manual will be printed and the new edition will be presented to workshop attendees. Additional copies will be available, free of charge, from the SHRAB. In addition, the workshop will be presented again in the fall of 2004.

For additional information on the MAM conference and this workshop, contact Penny Redli of the Peaks to Plains Museum in Red Lodge at (406) 446-3667 or Peaks2plains@tgrsolution.net.

TWO SCHOLARSHIPS AVAILABLE TO ATTEND NWA CONFERENCE IN MAY

Through grant funding from the National Historical Publications and Records Commission, the SHRAB is pleased to announce the availability of two professional development scholarships. The scholarships will allow each recipient to attend the Northwest Archivists annual conference in Olympia, Washington. The scholarship will cover the conference registration fee, travel costs, lodging and a per diem for food. For additional information on the Northwest Archivists conference, please see the article on page 3.

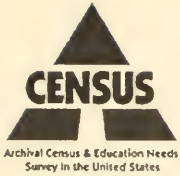
The scholarships will awarded based upon a demonstrated lack of funding for professional development and need for training. Applicants will be asked to complete a brief application form and submit it to the SHRAB for review. Applications are due March 22 and an announcement of the award will be made the first week of April. The application form and instructions are included in this newsletter. For additional information on the scholarships, contact Molly Kruckenberg at 444-7482 or mkruckenberg@state.mt.us.

SHRAB MEETING HELD IN CONJUNCTION WITH MAM CONFERENCE

The first of the SHRAB's biannual meetings for 2004 will occur in conjunction with the Museums Association of Montana meeting in Miles City in March. The SHRAB meeting will be held Thursday, March 11, at 4:30pm at the Custer County Art Center, following the workshop sponsored by the SHRAB. Anyone interested in archives and the state of historical records in Montana is encouraged to attend this meeting.

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**BE COUNTED!
CENSUS OF THE
ARCHIVAL PROFESSION
TO BE MAILED IN THE
SPRING OF 2004**

Thanks to a \$247,932 grant funded by the Institute of Museum and Library Services (IMLS), a comprehensive survey of the archival profession will be mailed to U.S. archivists in the spring of 2004. Be on the lookout so that you are counted in this unprecedented effort to gather baseline data about the archival profession.

The goal of A*CENTSUS (Archival Census and Education Needs Survey in the U.S.) is to define the universe of archivists currently in the workforce, determine the knowledge and skills they need to do their jobs now and in the future, and provide graduate and continuing education programs with data to support recruitment and training of new archivists.

The project will seek active participation from all archival associations in the U.S., as well as many organizations serving in closely allied fields whose members bear significant responsibility for historical records, including librarians, local historians, records managers, and museum curators.

The working group charged with developing and conducting the census began its deliberations about the scope and nature of this collaborative effort during its first meeting in Chicago, November 14-16, 2003. A broad range of archival interests are represented within the working group, including graduate archival education programs, continuing education programs, and the many national and regional organizations, including Conference of Inter-Mountain Archivists, Council of State Historical Records Coordinators, and Northwest Archivists, Inc.

The census mailing list consists primarily of membership lists gathered from U.S. archival associations. If you work with archival material but are not a member of a local, state, or regional archival organization, contact the census project manager at acensus@archivists.org, with your name, institutional affiliation, mailing address, email address, and indicate how you heard about the census.

CENSUS (cont.)

Or, if you do not receive the census survey by April 1, 2004, please contact the census project manager at acensus@archivists.org. Archival and allied organizations are encouraged to publicize A*CENTSUS in their newsletters, on Web sites, and at conferences because a key goal of the project is to reach anyone who self-identifies as an archivist.

Preliminary reports of the census findings should be available by the time of the Society of American Archivists annual meeting in Boston in August, 2004. A more comprehensive final report will be developed later in the year, and the data gathered will be shared broadly with participating organizations and interested individuals in the Spring of 2005. For more information, contact acensus@archivists.org, refer to www.archivists.org, or contact your regional representative for the project, Jodie Foley at jofoley@state.mt.us.

**ARCHIVES MANAGEMENT FOR TRIBAL
ORGANIZATIONS WORKSHOP OFFERED**

Preserving the historical records of your tribe, museum, or cultural center for future use is a massive, but manageable, responsibility. Tribal records hold enduring cultural value and may even provide the legal foundation for your tribe's government.

This course will help you carry out your responsibility with confidence. You'll learn to preserve the records you have and anticipate your archival needs in the face of continuing economic development. We'll tell you how to adapt your archival training to fit your organization's needs.

This course addresses: what an archivist does; how to set up an archives; how to care for records; about maps and ephemera; why records are preserved; which materials to collection; how to select and use technology for archival purposes; and providing research services.

This conference will be held in Albuquerque, New Mexico, on March 23-24, and in Las Vegas, Nevada, on March 30-31. For more information or to register for the class, visit www.falmouthinstitute.com or call 1-800-992-4489.

2004 MONTANA SHRAB PROFESSIONAL DEVELOPMENT SCHOLARSHIP
to attend the Northwest Archivists annual conference
May 6-8, 2004 in Olympia, Washington

Through grant funding from the National Historical Publications and Records Commission, the SHRAB is pleased to announce the availability of two professional development scholarships. The scholarships will allow each recipient to attend the Northwest Archivists annual conference in Olympia, Washington. The scholarship will cover the conference registration fee, travel costs, lodging and a per diem for food.

Applications must be postmarked by March 22, 2004
Scholarship winners will be notified via phone the first week of April.
Please send your complete application to

Montana State Historical Records Advisory Board
Montana Historical Society
P.O. Box 201201
Helena, MT 59620-1201

Telephone: (406) 444-7482
Fax: (406) 444-5297
Email: mkruckenber@state.mt.us

APPLICATION:

Applicant Name: _____ Institution: _____

Mailing Address: _____

Phone: _____ Fax: _____ Email: _____

Have you ever attended archival training or conferences? Yes No

Are you a paid employee of a library/museum/archives? Yes No

If yes, what is your title and how many hours per week do you work? _____

Are you a volunteer at a library/museum/archives? Yes No

If yes, how many hours per week do you volunteer? _____

What is your institution's annual budget? _____

Will your institution pay for professional training? Yes No

What are your reasons for attending this conference? How do they fit your professional goals? How do they fit your institutions goals?

Briefly outline your experience with archives and any special archival projects that you have worked on/are currently involved in.

WESTERN ARCHIVES INSTITUTE TO BE HELD IN CALIFORNIA

The 18th annual Western Archives Institute will be held at the University of California, Davis in Davis California, June 20 – July 2, 2004. The intensive, tow-week program provides integrated instruction in basic archival practices to individuals with a variety of gals, including those whose jobs require a fundamental understanding of archival skills, but have little or no previous archives education, those who have expanding responsibility for archival materials, those who are practicing archivists but have not received formal instruction, and those who demonstrate a commitment to an archival career.

Tuition for the program is \$650 and includes a selection of archival publications. Housing and meal plans are available at additional cost. Admission in by application only and enrollment is limited. The application deadline for the 18th Western Archives Instituting is March 15, 2004. For additional information and an application form, contact: Administrator, Western Archives Institute; 1020 O Street; Sacramento, CA 95814; (916) 653-7134; archivesweb@ss.ca.gov.

The application package is available online at the Society of California Archivists' webpage www.calarchivists.org.

UPCOMING EVENTS

Mar. 11-13	Museums Association of Montana Conference, Miles City
Apr. 24-27	Montana Library Association Conference, Bozeman
Apr. 26-27	Museums Association of Montana Conference, Miles City
May 6-8	Northwest Archivist Annual Conference, Olympia, WA
June 3-4	Society of Rocky Mountain Archivists Conference, Laramie, WY
Jun 20-Jul 2	Western Archives Institute, Davis, CA

NWDA PROJECT UPDATE

The NorthWest Digital Archives (NWDA) is progressing in its goal of providing electronic access to regionally significant finding aids in fifteen repositories in the northwest through the creation of a union database using Encoded Archival Description (EAD). The University of Montana and the Montana Historical Society are currently participating in this project. To date, almost 300 finding aids have been submitted by six of the repositories and a search interface is being tested and developed. By the conclusion of this project is December 2004, the project anticipates having over 2,000 finding aids available from its website.

Currently, project directors are exploring what to do in phase 2 of the project, including inviting additional institutions within the region to join the project and providing additional educational opportunities. If you are interested in learning more about this project, you can visit their website at <http://nwda.wsulibs.wsu.edu/>.

EAD: WHAT IS IT?

Encoded Archival Description (EAD) is the emerging standard for archival finding aids that is supported by the Society of American Archivists and the Library of Congress. Finding aids are inventories or guides that are created by archives to provide detailed information about specific collections. While the finding aids created by repositories vary somewhat in style, their common purpose is to provide detailed description of the content and organization of collections and they have been indispensable to researchers. EAD makes it possible to provide access to archival finding aids in an electronic format, using SGML (Standard Generalized Markup Language). Access to finding aids through the Internet will assist scholars in determining whether collections contain material relevant to their research and will make it possible for primary sources to be used in K-12 classrooms. Starting with the Berkeley Finding Aid Project, Berkeley Library researchers have lead the development of this standard for archival description. More information about the history of the EAD is available from the Library of Congress EAD page <http://lcweb.loc.gov/rr/ead/>.

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2004

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SRMA CONFERENCE HELD IN LARAMIE

The Society Of Rocky Mountain Archivists will be holding their annual conference in Laramie, Wyoming, on June 3 and 4. The conference will feature two workshops, one on office dynamics and cohesion and one on rare books handling and maintenance. Conference sessions include topics such as management and money, student workers and volunteers and niche collections. Registration for the conference is \$40. For more information, visit their website at <http://ahc.uwyo.edu/srma>.

PUBLICATIONS STILL AVAILABLE

Two educational publications recently printed by the SHRAB, *Records at Risk* and *So You Have a Box of Papers...* are still available, free of charge. If you are interested in obtaining copies of these publications, please contact Molly Kruckenberg at the Montana Historical Society with your name, mailing address, and the name and number of the publication in which you are interested. She can be reached at (406) 444-7482 or mkruckenberg@state.mt.us.

NORTHWEST ARCHIVISTS CONFERENCE

Save the dates and come one, come all, to the 2004 Northwest Archivists annual conference, at the Red Lion hotel in Olympia, Washington, May 6-8, 2004.

For the first time in many years, we will be meeting with the Pacific Northwest History Conference and the Northwest Oral History Association. Together we will explore Collaborations: Recording, researching and wiring Pacific Northwest History.

The program planning, already well under way, will recognize the importance of each of these groups in the preservation and interpretation of our regional history. Additionally, sessions will explore the research foundations of scholarly work and consider the intersection between the sources and historical product.

Complete program and registration information will be available on the Northwest Archivist website at <http://www.lib.washington.edu/nwa/index.html>.

